# eGuide Lite Supply Chain Customization

The spreadsheet tool for DOE eGuide Lite does provide for some customization for use within your supply chain. You can enter your company name, the supplier's name, city, state and other identifier such as a vendor number, or maybe their zip code. In addition you can set the frequency with which you would like to have the tool's dashboard evaluate the timeliness of the updates to the spreadsheet data. To customize the tool, extract the eGuide Lite folder from the zip folder you downloaded. Open the spreadsheet file, eGuideLitev1.2.xls.
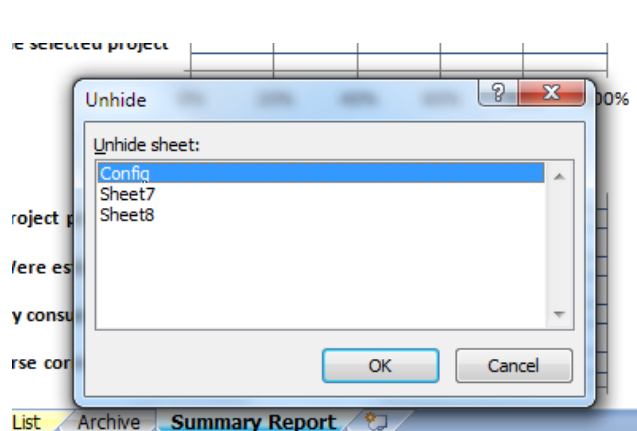
Right click on any spreadsheet tab, located at the bottom of the spreadsheet window, and select Unhide from the pop-up menu. (See **Figure 1)**
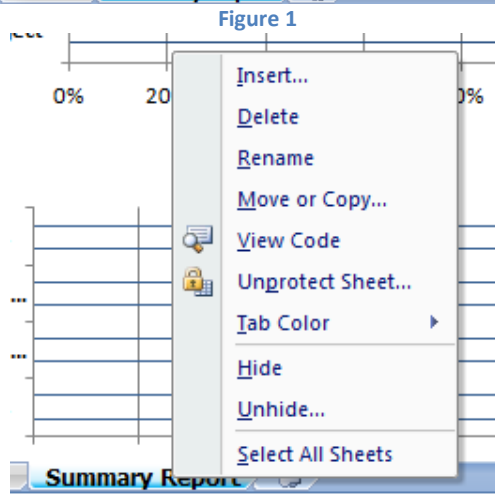
Figure 1

When Unhide is selected with a left mouse click, the list of hidden worksheets will appear. Select the Config worksheet and click OK. The Config tab will appear on your spreadsheet. (See **Figure 2**)

Figure 2

Excel will open the Config tab, but it is protected, so to edit it you will need to unprotect it. With the same right click, this time on the Config tab, select Unprotect Sheet from the pop-up menu. You will be asked for a password in the following pop-up window. The password to unprotect the tab is *admin.* You can now edit any of the cells on the page. The first two tan cells are for your company name and location. The next cell is a pull down list where you can set the update frequency you want the spreadsheet to use in managing how the dashboard evaluates the timeliness of the data entry. (See **Figure 3**)

Supply Chain:	
Location/Facility:	
Tool updates required:	Quarterly

Company:	
Location/Facility:	
State	
ID	

Figure 3

The bottom four blue cells allow you to enter specific vendor information. This will be reproduced on the report header which will help you keep up with the report's origin. If you choose to customize this vendor information then this procedure will have to be repeated for each vendor you want to participate. This may be too labor intensive for a large supply chain, but this option is available to you.

When you are finished customizing the Config tab, the steps have to be reversed to conceal this customization. Right click on the tab and select Protect Sheet. You will be asked to enter a password. You can keep the default password; admin, or you can enter your own. If you do change the password be sure to record it somewhere. After you protect the sheet, hide it by a right click on the Config tab, and select Hide from the pop-up menu. Don't forget to save the spreadsheet after you have made these changes.